

CLASS TITLE: PRINCIPAL SYSTEMS ANALYST

Class Code: 02705400

Pay Grade: 29A

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To assist the Supervisor, Central Systems Analysis Unit in supervising the work of a staff engaged in developing systems studies in various state agencies; to perform the most complex and difficult technical work in systems analysis; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor from whom are received general and specific work assignments with considerable latitude for the exercise of independent judgement in the application of systems analysis techniques; work is reviewed usually upon completion for results obtained and conformance with departmental policies and objectives.

SUPERVISION EXERCISED: To assist in the supervision and review of the work of a staff of technical and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Supervisor, Central Systems Analysis Unit in supervising the work of a staff engaged in developing systems studies in various state agencies; to perform the most complex technical work in systems analysis.

To be responsible for the review and definition of problem areas with particular emphasis on ultimate objectives and overall procedures to be processed; to determine feasibility of breaking down the problem into one or more segments that can be programmed separately.

To prepare system flow charts and input output requirements to indicate the logical steps of the processing operation in the most complex problems.

To edit instructional routines developed to assure problem standards are maintained.

To prepare common language instructional routines and sub-routines to indicate the logical steps of the processing operation.

To develop routines for use as standards for recurring operations.

To prepare outlines for the common language instructional routines.

To check coded programs to ascertain combination of instructions which would achieve greatest flexibility and machine utilization.

To supervise the preparation of operating instructions for problems programmed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the capabilities, programming techniques and intricacies of the general purpose digital computer and peripheral equipment; a thorough knowledge of the principles and methods required to resolve problems of intent, or feasibility of computer processing; a thorough knowledge of modern management principles and practices; a thorough knowledge of the principles and practices of systems analysis; the ability to perform the most complex and difficult technical work in systems analysis; the ability to apply such knowledge, principles, practices and methods; the ability to assist in supervising work of a technical and clerical staff engaged in the conversion of departmental procedures, problems and data to automatic data processing; the ability to communicate effectively with subordinates, superiors, and departmental personnel; and related capacities and abilities..

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Public Administration, Business Administration, Mathematics or Industrial Engineering including or supplemented by completion of basic computer orientation and programming courses; and

Experience: Such as may have been gained through: employment in a responsible position in system design and programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 1970

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